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Langley Research Center

OFFICE CORRESPONDENCE PROCEDURES

National Aeronautics and Space Administration

PREFACE

P.1 Purpose

This Langley Procedural Requirements (LPR) prescribes specific procedures for managing and controlling communications to and from Langley Research Center offices, as well as guidance and standards for preparing internal and external correspondence and communications in both paper and electronic formats. It provides samples of correspondence commonly used at Langley Research Center both for general use and for specific functions. The samples may be used as a guide for preparation of correspondence.

P.2 Applicability

This LPR addresses drafting, preparing, and reviewing internal and external correspondence and communications. It applies to NASA Langley Research Center and supplements NPR 1450.10C, "NASA Correspondence Management and Communications Standards and Style," as well as other NASA and Langley directives. It does not supersede these directives.

This LPR provides guidance for all employees for preparing correspondence and communications to various audiences concerning the knowledge gained from NASA-funded research, development, or operation.

P.3 Responsible Offices

The Langley Correspondence Review Team and the Clerical and Administrative Systems Technology Office (CASTO) prepared this LPR. Suggestions for improvement may be submitted to any member of the Correspondence Review Team. Membership of the Correspondence Review Team is shown in LAPD 1150.2, "Boards, Panels, Committees, Councils, and Teams."

P.4 Suggested Use

To aid in the application of the procedures addressed in this LPR, supplemental electronic correspondence templates are available on the Templates page of the CASTO Web site at URL <http://cast.larc.nasa.gov>.

P.5 References

NPR 1450.1C, "NASA Correspondence Management and Communications Standards and Style."

NPR 1360.2, "Initiation and Development of International Cooperation in Space and Aeronautics Program."

NPR 1371.2, "Procedural Requirements for Processing Requests for Access to NASA by Foreign Nationals or Representatives."

NPR 2200.2A, "Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information."

Executive Order 12724, August 9, 1990 (Fed. Reg. 33089)

LAPD 1150.2, "Boards, Panels, Committees, Councils, and Teams."

LMS-CP-4850, "Foreign National Representatives and Visitor Approval."

NASA Langley Form 20, "Office of Director Meeting Request."

NASA Langley Form 188, "Non-U.S. Citizen Access Request."

NASA Form 26, "Routing Slip."

NASA Form 422, "Signature Card."

NASA Form 423, "Concurrence Card."

P.6 Cancellation

LAPG 1450.1, December 1999.

Delma C. Freeman, Jr.
Deputy Director

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CHAPTER 1: SCHEDULING MEETINGS

1.1 Guidelines for Scheduling Meetings with the Director and/or Deputy Director

- a. All meetings with the Director and/or Deputy Director should be scheduled through the appropriate Associate Director (AD) using the NASA Langley Form (LF) 20, "Office of Director Meeting Request Form." If the appropriate Associate Director is unavailable, the requestor should get approval for the meeting from one of the remaining AD's.

Exception: If the request is coming from a Business Management Office that has a critical issue that can only be discussed with the Director or Deputy Director, an LF 20 is not required.

- b. The Director and/or Deputy Director can request a meeting with anyone at any time, but will always invite the person's AD to attend the meeting. If the AD is unavailable, the meeting will still occur.

1.2 Guidelines for Scheduling Meetings with the Associate Directors

- a. Meetings with the Associate Directors should be scheduled through the appropriate Competency, Program, or Business Office. For meetings with more than five attendees, submit an LF 20.

Exception: If the request is coming from a Business Management Office that has a critical issue that can only be discussed with one of the Associate Directors, an LF 20 is not required.

CHAPTER 2: CORRESPONDENCE LOG

2.1 Purpose

The Electronic Correspondence Log (ECL), available at URL <http://cast/log.html>, is a Web-based tool developed by the Clerical and Administrative Systems Technology Office (CASTO) for use at Langley Research Center. Its primary purpose is to electronically track the progress of LaRC correspondence through the routing cycle from submission to approval. It is also useful for archival reference. LaRC's policy is that the ECL will be used for all correspondence addressed to or through the Office of Director. Other Center offices will set their own policies regarding use of this tool.

2.2 Procedure

The Web pages for organizations require passwords, but anyone can use the Status Queries links to query and status progress of correspondence. As the initiating office inputs records, they are categorized according to the type of material. This allows queries in the areas of travel, Technical Publication Approval Form (LF 99), foreign, general, and other types of correspondence currently in the routing cycle or in a completed or archived state. Each office in the routing cycle is responsible for retrieving the correct correspondence record, logging it in when received, and logging it out before forwarding to the next office. Notes pertaining to actions taken by the office or status of the material should be added in the Comments section of the ECL record.

See URL <http://cast/howtolog.html> for detailed instructions on use of the ECL.

NOTE: In reference to the ECL, "Correspondence" is defined as any paper-based (hardcopy) administrative material which requires actions such as signature, approval, concurrence, and/or processing by one or more LaRC Organizational Units.

CHAPTER 3: LETTERS AND MEMORANDUMS -- GENERAL

3.1 Font

Larger type is preferred over smaller type. Use script or italic only for occasional emphasis. Do not type entire memos in script or italic. Templates located on the CASTO Web site at URL <http://cast.larc.nasa.gov> are formatted in size 10; however, the preferred size is 12. Some of Langley's preferred fonts include: Helvetica, Bookman, Palatino, and Times.

3.2 Body

Use single-spaced text with double-spacing between paragraphs. Type text paragraphs in block form (do not right justify). Hyphenate sparingly to ensure a uniform right margin. Avoid hyphenating more than two consecutive lines. Also, avoid hyphenating at the end of the first line or at the end of the last full line of a paragraph.

3.3 Widows and Orphans

Do not divide a short paragraph (with only two or three lines) at the bottom of a page. Always leave at least two lines of the paragraph at the foot of one page and carry over at least two lines to the top of the next page.

3.4 Succeeding Pages

Type succeeding page(s) of a letter on plain bond paper. Beginning with the second page, type the page number 1 inch from the top of the page, approximately 1 inch to the left of the right edge of the page. Continue the body of the letter 2 blank lines (3 typing returns) below the page number.

3.5 Enclosures

When an enclosure accompanies a letter, type the word "Enclosure" flush with the left margin, two lines below the last line of the signer's name or title. For consistency, identify either all or none of the enclosures in the text.

- a. Enclosures Identified in the Text - When possible, identify enclosures in the text in as few words as possible or by title. If there is more than one enclosure, indicate the number as follows:

3 Enclosures

- b. Enclosures not Identified in the Text - When enclosures are not identified in the text, type the list at the left margin. List each enclosure on a separate line as in the following examples:

Example of unnumbered enclosures:

4 Enclosures:

Form Letters Handbook

Plain Letters Pamphlet

Organizational Chart

The NASA Scientific and Technical Information System

or

Example of numbered enclosures:

3 Enclosures:

1. Form Letters Handbook

2. Plain Letters Pamphlet

3. Organizational Chart

c. Marking Enclosures

- 1) On the first page of each enclosure, type the word "Enclosure" in the lower right corner, e.g., Enclosure, Enclosure 1, or Enclosure 2.
- 2) Before sending the letter, make sure that the number of enclosures shown in the enclosure notation agrees with the number cited in the body of the letter and with the number of items actually enclosed.

3.6 Courtesy Copies

Courtesy Copies (cc:) - Type the distribution list of courtesy copies on the original when the recipient needs to know who received copies. Type "cc:" at the left margin two typing returns below the last typed line of the signature block, the enclosure line, or separate cover listing. Directly below the "cc:," single-space the list of recipients, using office or organizational codes. Always use titles such as Dr., Mr., Mrs., and Ms. on correspondence outside NASA.

Examples of external cc's:

cc:

GRC/3-12/Mr. R. E. Fails

HQ/B/Mr. A. Holz

MM&T Inc./Mr. B. Meadors

3.6 Courtesy Copies (continued)

Examples of internal cc's:

cc:
101/CRM
162/AirSC
152/CVIB (w/o encl.)
152/K. F. Willshire

Examples of a designated official in an "Acting" capacity:

cc:
120/P. L. Dunnington (Acting)
120/Head, OHR (Acting)

A dual-column "cc:" distribution list is permitted when the list is too long to fit in a single column on one page.

3.7 Identification Line

Type an identification line two typing returns below the cc's. Include the mail code of the preparing office, the writer's first initial and surname, the typist's initials, the date of typing, and the writer's telephone extension.

Example:

106/DFreeman:mke 6/15/00 (44222)

3.7 Mailing Labels

Use all uppercase letters. Do not use punctuation (except the hyphens in the mail code and the nine-digit ZIP Code). Addresses must include, at a minimum, the five-digit ZIP Code and, when available, ZIP Code + four digits. Address information must be limited to five lines or less. If attention lines are necessary, placement must be on the first line of the address information.

Use only the approved two-letter State abbreviations in letters wherever a State is part of a mailing address. Do not use these abbreviations in the body of the correspondence.

International Destinations: Place the name of the country on the last line in all capital letters.

3.8 Mailing Labels (continued)

Examples:

NASA DR HENRY MCDONALD
DIRECTOR
NASA AMES RESEARCH CENTER
MAIL STOP 200
MOFFETT FIELD CA 94035-1000

Non-NASA MR JOHN M DOE
MGR ADVANCED PROGRAMS, ASTRONAUTICS DIV
LOCKHEED MISSILES AND SPACE COMPANY INC
111 LOCKHEED HWY
SUNNYVALE CA 94089-3504

Foreign MR THOMAS CLARK
117 RUSSELL DRIVE
LONDON WIP6HQ
ENGLAND

Approved two-letter State abbreviations:

Alabama	AL	Kentucky	KY	Ohio	OH
Alaska	AK	Louisiana	LA	Oklahoma	OK
Arizona	AZ	Maine	ME	Oregon	OR
Arkansas	AR	Maryland	MD	Pennsylvania	PA
California	CA	Massachusetts	MA	Puerto Rico	PR
Colorado	CO	Michigan	MI	Rhode Island	RI
Connecticut	CT	Minnesota	MN	South Carolina	SC
Delaware	DE	Mississippi	MS	South Dakota	SD
District of Columbia	DC	Missouri	MO	Tennessee	TN
Florida	FL	Montana	MT	Texas	TX
Georgia	GA	Nebraska	NE	Utah	UT
Guam	GU	Nevada	NV	Vermont	VT
Hawaii	HI	New Hampshire	NH	Virgin Islands	VI
Idaho	ID	New Jersey	NJ	Virginia	VA
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	WV
Iowa	IA	North Carolina	NC	Wisconsin	WI
Kansas	KS	North Dakota	ND	Wyoming	WY

CHAPTER 4: LETTERS — SPECIFIC

4.1 Address

Type the elements of the address information as follows:

- Line 1: Name of Recipient
- Line 2: Title, if applicable
- Line 3: Company, Federal Agency, Organization
- Line 4: Delivery or Street Address
- Line 5: City, State, and ZIP Code

The following examples show the various acceptable order of the address information:

NASA Addressee

Mr. Roy Bridges
Director
Kennedy Space Center
National Aeronautics and Space Administration
Kennedy Space Center, FL 32899

(Shows "NASA" written out)

NASA Addressee

Mr. Donald J. Campbell
Director
NASA Glenn Research Center
21000 Brookpark Road
Cleveland, OH 44135

(Shows "NASA" and "Center" on one line)

Non-NASA with Nine-digit ZIP Code

Mr. Thomas R. Wittor
Director of Personnel
Providence Software Company, Inc.
892 Market Street
Chicago, IL 60601-1234

Non-NASA Addressee

Mr. J. Richard Brown
President
National Aviation Club
1500 N. Bearegard Street, Suite 104
Alexandra, VA 22311

International Addressee With Unidentifiable Gender

Kris Szaniawski
Editor
World Statesman
1 Great Cumberland Place
London W1 H7AL
ENGLAND **

International Addressee with Delivery Zone

Mr. W. MacDonald Evans
President
Canadian Space Agency
6767 route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9
CANADA **

** Preferred for inside address but mandatory for addressing the envelope

4.2 File Copies

Always prepare an official record copy.

Official Yellow File Copy - An official yellow file copy is required for off-site correspondence. Mail yellow file copy to 101/CRM, and include 101/CRM in the "cc:" list on off-site correspondence.

4.3 Official Record Copy Preparation

The official record copy includes all relevant drafting information concerning the correspondence. Each time a letter is rewritten or retyped, add an updated identification line to the Electronic Correspondence Log. Include the name of the person who rewrote it or the typist's initials. Replace and destroy all previous copies except the official yellow copy and the marked-up copy. **Fold marked-up copy and place it on top of the package behind the electronic routing slip for the attention of the rewriter or reviewer.** If someone else did the retyping, their initials should be in the identification line.

4.4 Assembly for Signature

Assemble letters in accordance with the illustrations in Figure 1.

4.5 Signature/Concurrence Block

- a. Format - Type the signature information at the left margin, five typing returns below the complimentary close. Type the name, title, and office of the signing official. Do not use titles such as Mr., Mrs., Ms., or Dr. in the signature block. Indent runover title lines two spaces to show continuation.

Acting Official - If it is known before typing that an acting official will sign the letter, type that person's name and the word "Acting" before the title in the signature block. If the letter has been prepared for the signature of the signing official but is actually signed by another, the person signing will write "for" in front of the typed name. Mark courtesy copies with the actual signer's name to establish for the record which person actually signed.

- b. Dual-Signature Blocks - If signature blocks are to be placed side by side, begin the first signature block at the left margin and the second signature block at the center. If this arrangement is used, the complimentary close should also begin at the left margin. (This arrangement is appropriate for all letter styles.)

b. Dual-Signature Blocks (continued)

Example:

Sincerely,

Jeremiah F. Creedon
Director, Langley Research Center

Kevin L. Petersen
Director, Dryden Flight Research
Center

If the signature blocks are positioned one beneath the other, type the second block on the fourth line below the end of the first block, aligned at left.

Example:

Sincerely,

Jeremiah F. Creedon
Director, Langley Research Center

Kevin L. Petersen
Director, Dryden Flight Research
Center

- c. Concurrences - Type the signature information at the left margin, five typing returns below the complimentary close. Type the name, title, and office of the signing official. Do not use titles such as Mr., Mrs., Ms., or Dr. Indent runover title lines two spaces to show continuation as shown in the following examples:

Concur: _____
Jeremiah F. Creedon
Director

c. Concurrences (continued)

Concur: _____ or 106/DCF
Delma C. Freeman, Jr.
Deputy Director

Concur: _____ or 103/LMC
Lana M. Couch
Associate Director for Business
Management

Concur: _____ or 103/DLD
Douglas L. Dwoyer
Associate Director for Research
and Technology Competencies

Concur: _____ or 103/RMM
Ruth M. Martin
Associate Director for Program
Integration

4.6 Multiple-Addressee Letters

See Figures 2 and 3 before preparing a multiple-addressee letter. Use this format for addressees outside NASA or when a more personalized format is needed for addresses within NASA; e.g., award, thank you, and congratulatory letters, or personal invitations.

- a. Format — Prepare identical letters to more than one individual in the same format as the standard business letter.
- b. Original and Copies — Prepare an original letter for each recipient and only one official file copy. Document the list of addressees as follows:

4.6 Multiple-Addressee Letters (continued)

Original — When the recipient of a letter needs to know who received identical letters, type "Identical letter to:" two typing returns below the signature block or enclosure line. On the next line, begin the list of recipients of the letter. If there is not enough space at the bottom of the page, type the list on a separate sheet and attach it behind the letter.

File Copies — Document the recipients of the letter on the official file copy when the addressees do not need to know who received copies. On the file copy, type "Identical letter to:" two typing returns below the signature block, enclosure line, or the "cc:" line. On the next line, begin the list of the recipients of the letter. If there is not enough space at the bottom of the page, type the list on a separate page and place it behind the file copy.

Exception: When the list of addressees is mostly within NASA, but includes a few individuals from outside NASA, use the multiple-addressee memo as shown in Figure 3. An example would be when non-NASA individuals participate in NASA committees or advisory groups.

CHAPTER 5 -- MEMORANDUMS -- SPECIFIC

5.1 Format

Always type the "TO:," "THRU:," "FROM:," "SUBJECT:," and "REF:" in all caps.

- a. **TO:** Type "TO:" at the left margin, three typing returns below the "Reply to Attn of:" line. Seven spaces after "TO:," type the mail code, a slash (/), and title of addressee. The use of titles is preferred; however, if an individual does not use a title, it is acceptable to have a memo from a title to a name or from a name to a name (use full name, e.g., B/John A. Smith).
- b. **THRU:** Use the "THRU:" line when one or more addressees are needed to endorse the document prior to its receipt by the addressee and when the endorsement needs to appear on the original document. Type "THRU:" directly below the last line of the "TO:" line. Single space between each "THRU:" line addressee. The "THRU:" line addressee signs and dates the memo next to his or her name before forwarding.
- c. **FROM:** Type "FROM:" at the left margin, two typing returns below the "TO:" or "THRU:" line. The "FROM:" line includes the mail code and title of the signer. The use of titles is preferred; however, if an individual does not use a title, it is acceptable to have a memo to a title from a name or from a name to a name (use full name, e.g., B/John A. Smith).

Acting Official -- If it is known before typing that an acting official will sign the memo, type that person's name and the word "Acting" before the title in the "FROM:" line, and type the acting official's name in the signature block. If the memo has been prepared for the signature of the signing official but is actually signed by another, the person signing will write "for" in front of the typed name. Mark courtesy copies with the actual signer's name to establish for the record which person actually signed.

- d. **SUBJECT:** Type "SUBJECT:" at the left margin, two typing returns below the last line of the "FROM:" line, followed by the subject. If more than one line is needed for the subject, align succeeding lines with the first character of the subject. The subject should state concisely the main topic of the memo. If acronyms or abbreviations are used in the subject, spell them out, followed by the acronym in parentheses. If an abbreviation or acronym is frequently used in a memo, establish it in the subject line so that only the shortened form is necessary in the body of the correspondence. Capitalize the first letter of key words within the subject line. It is preferred that articles a, an, and the not be used.

5.1 Format (continued)

- e. **REFERENCE:** Avoid a reference line in a business memo, except when it contributes to the understanding of the correspondence and when the number of references is too great to be reasonably incorporated in the first paragraph of the memo. Type "REF:" at the left margin, blocked, two typing returns below the last line of the subject, followed by an itemized listing of the references. Abbreviate items as much as possible; e.g., type dates in numerical figures (4/5/00). List references as (a), (b), (c), single-spaced in chronological order with the most recent date listed first. See Figure 4, "Memorandum with Reference Line."

5.2 Signature/Concurrence Block

- a. Format — Type the signature information at the left margin, five typing returns below the last line of text. Type the name of the signing official on one line and telephone extension on the next line. Do not use Mr., Mrs., Ms., or Dr., in the signature block.

Exception: Do not include telephone extension on memos to Center distribution to be signed by the Center Director.

- b. Concurrences - Type the signature information at the left margin, two typing returns below the typist line. Type the name, title, and office of the signing official or mail stop and initials. Do not use titles such as Mr., Mrs., Ms., or Dr. Indent runover title lines two spaces to show continuation as shown in the following examples:

Concur: _____
Jeremiah F. Creedon
Director

Concur: _____ or 106/DCF
Delma C. Freeman, Jr.
Deputy Director

Concur: _____ or 103/LMC
Lana M. Couch
Associate Director for Business
Management

b. Concurrences (continued)

Concur: _____ or 103/DLD
 Douglas L. Dwoyer
 Associate Director for Research
 and Technology Competencies

Concur: _____ or 103/RMM
 Ruth M. Martin
 Associate Director for Program
 Integration

- c. Dual-Signature Blocks - If signature blocks are to be placed side by side, begin the first signature block at the left margin and the second signature block at center. If this arrangement is used, both the signers mail stop and title should be reflected in the "FROM:" line.

Example:

FROM: 106/Director, Langley Research Center
 2004/Director, Dryden Flight Research Center

Jeremiah F. Creedon

Kevin L. Petersen

If the signature blocks are positioned one beneath the other, begin typing the second block on the fourth line below the end of the first block, aligned at left.

Example:

FROM: 106/Director, Langley Research Center
 2004/Director, Dryden Flight Research Center

Jeremiah F. Creedon

Kevin L. Petersen

5.3 Multiple-Addressee Memos

Memos are often addressed to more than one individual and require a variety of formats.

- a. Original vs. Photocopy — When addresses are listed in the "TO:" line of a memo, send each individual an original memo with an original signature. If addresses are part of a distribution list, send each addressee a photocopy of the memo and retain the original in the official file.
- b. Distribution List — Type the name of the specific group or "Distribution:" two typing returns below the signature block or the enclosure or separate-cover listing. Begin the list of all recipients directly beneath the heading. When the list will not fit on the same page as the signature, type a separate page for the distribution list, or a dual-column list may be used. After the memo is signed, staple the list in front of the memo. See Figure 5, "Multiple-Addressee Memorandum (Distribution List)." The original should stay with writer.

5.4 Memorandum for the Record

A memorandum for the record is an informal memo used to establish an official record of telephone conversations, meetings, conferences, or travel (see Figure 6). The original is filed by the author for future reference; therefore, a "TO:" line is not required. A "cc:" notation, as shown in Figure 6, names individuals who are to receive copies. All other rules for preparation of memos apply to this figure.

CHAPTER 6: INTERNATIONAL CORRESPONDENCE

6.1 Handling of Foreign Requests for Certain Types of Documents

- a. Information may be released to a foreign source only if it is publicly available in the United States (U.S.) and abroad and there is a clear indication of the foreign source's willingness to respond if a similar request is made by NASA personnel. Reciprocity is a specific requirement in dealing with the former Union of Soviet Socialist Republic (USSR).

Issuances applicable to this policy are:

NPD 1360.2, "Initiation and Development of International Cooperation in Space and Aeronautics Programs"

NPR 1371.2, "Procedural Requirements for Processing Requests for Access to NASA by Foreign Nationals or Representatives"

NPR 2200.2A, "Requirements for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information"

LMS-CP-4850, "Foreign National Representatives and Visitor Approval"

- b. A reply to international correspondence is normally a letter signed by one of the authors involved. The following restrictions apply:
 - 1) English must always be used for the city and country in the address.
 - 2) No commitments can be made regarding the distribution of future material by NASA.
 - 3) In no case is the correspondent to be thanked for "interest" in work.
 - 4) Informal reports, progress reports from contractors, and other documents not approved by NASA Headquarters for general distribution to the public cannot be supplied to foreign sources.
 - 5) Reprints of unclassified NASA-authored papers approved for publication without restriction may be sent directly to the requester from this Center without NASA Headquarters, Code ID/Assessments and Technology Division, review.
 - 6) Explanations or amplifications of the material in papers or reports must be limited to the general scope of the original documents.

6.2 Free World (Non-Designated) Countries (NATO-Nations and Other Aligned Nations)

The recipient can mail the material requested, with additional useful publications, to the requester on official NASA Langley Research Center stationery. Voluntary or requested unclassified comments on studies by others may be included. (See Figure 7 for sample of "Letter to a Free World Country (transmittal of reprints only).")

If the request is for an unclassified-unlimited NASA report (excludes meeting presentations and journal articles), and the author does not have additional copies of the requested report, a letter may be written suggesting that the report be ordered from the National Technical Information Service (NTIS). (See Figure 8 for sample of "Letter Suggesting Document be Ordered from NTIS.")

For all other Free World correspondence (not relating to reprints) use Figure 9, "Letter to a Free World Country."

6.3 Designated Countries

The current list of designated countries is located at URL http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Organization_and_Administration/N_PG_1371_2/appendix/appendix.html

Code ID, NASA Headquarters, is responsible for maintaining the above URL. If you have any questions regarding the countries on the list, contact the Langley Security Office.

Treat correspondence to designated countries like countries of the Free World with the following exceptions:

- 1) Enclosures cannot exceed those specifically requested.
- 2) Unless there has been some previous exchange, addressee must be asked to reciprocate with copies of papers in the same field "even though they may not be in English."
- 3) Outgoing letters (except those to China) are routed to NASA Headquarters, Code ID, through cognizant program office in NASA Headquarters (if applicable).
- 4) Reprints of unclassified NASA-authored papers approved for publication without restriction may be sent directly to the requester (except those to China) from this Center without NASA Headquarters, Code ID, review.

6.3 Designated Countries (continued)

- 5) All mail to China must be processed through NASA Headquarters, Code ID, for approval, dating, and mailing and must be addressed as follows:

NAME
ORGANIZATION
CITY
PEOPLE'S REPUBLIC OF CHINA

Except in rare instances where a Chinese person uses a Western given name, the family name comes first. Thus Dr. Hao Tan is addressed as "Dr. Hao." The following is the preferred spelling for a few of China's most important foreign cities. The traditional spelling is in parentheses:

Beijing (Peking)	Nanjing (Nanking)	Tianjin (Tientsin)
Guangzhou (Canton)	Quingdao (Tsingtao)	Xian (Sian or Hsi-an)
Hangzhou (Hangchow)	Shanghai (Unchanged)	

NOTE: See Figure 10, "Cover Letter Requesting Transmittal to Designated Country," Figure 11, "Letter to Designated Country," and Figure 12, "Letter to Designated Country (transmittal of reprints only)."

Responses to the following countries are not encouraged:

- a. North Korea and Outer Mongolia -- Letters to these countries are prepared in the same manner with the following additional restrictions.
- 1) No official stationery or envelopes are used and the writer must supply the stamps.
 - 2) The signer's official position will not be given and the return address will be the office street address, without reference to NASA.
 - 3) No comments will be supplied on scientific studies by others.
- b. Taiwan

Since the U.S. Government now recognizes the People's Republic of China as the sole legal Government of China, the term "Republic of China" is no longer used in correspondence to Taiwan.

b. Taiwan (continued)

The Department of State has advised that informal correspondence with individuals and institutions of Taiwan, including correspondence involved in ongoing programs of cooperation, may continue. However, some types of correspondence may require special handling through the unofficial organizations that have been established for this purpose. Because it is not possible to establish specific guidelines, all outgoing letters destined for Taiwan should be routed to Code ID, through the cognizant program office in NASA Headquarters, for approval and forwarding.

Correspondence to Taiwan should be addressed:

NAME
ADDRESS
CITY
TAIWAN

- c. Cuba and North Vietnam -- No information can be transmitted to Cuba and North Vietnam. Any incoming requests should be forwarded directly to NASA Headquarters, Code ID.
- d. Iraq -- Under no circumstances is there to be any exchange of technical information. This includes e-mail, telephone calls, or written correspondence. Violation is punishable under U.S. Law. Any incoming requests should be forwarded directly to the Center Counterintelligence Agent within the Langley Security Office for review and analysis.

Per the NASA Headquarters Export Counsel in April 2000, the Iraq prohibitions arise from Executive Order 12724, August 9, 1990 (Fed. Reg. 33089) which is implemented per the Iraq Sanctions Regulations (31 CFR 575.101, et seq.).

CHAPTER 7: DOMESTIC CORRESPONDENCE

7.1 Foreign National Requesting Permission to Visit LaRC

Approvals for foreign national visits are coordinated through the NASA Headquarters' International Visits Coordinator. All requests must be initialed by the Organizational Unit Manager and approved by the Langley International Visits Coordinator (IVC). These letters must be received in the IVC's office 2 weeks prior to the foreign national's visit.

Issuances applicable to this policy are:

NPR 1371.2, "Procedural Requirements for Processing Requests for Access to NASA by Foreign Nationals or Representatives"

LMS-CP-4850, "Foreign National Representatives and Visitor Approval"

NASA Langley Form 188, "Non-U.S. Citizen Access Request"

7.2 Approval to Host International Conference at LaRC

Special approval is required to host an international conference at LaRC. (See Figure 13 for sample of "Approval to Host International Conference at LaRC.")

7.3 Correspondence to Branches of the Air Force

On the official yellow file copy of correspondence to branches of the U.S. Air Force, list a courtesy copy to the Air Force Liaison Office (AFLO), Mail Stop 221.

LPR 1450.1 APPENDIX A

Note: Templates for the following figures are located at URL
<http://cast/templates.html>

NOTE: Be sure to use a binder clip.

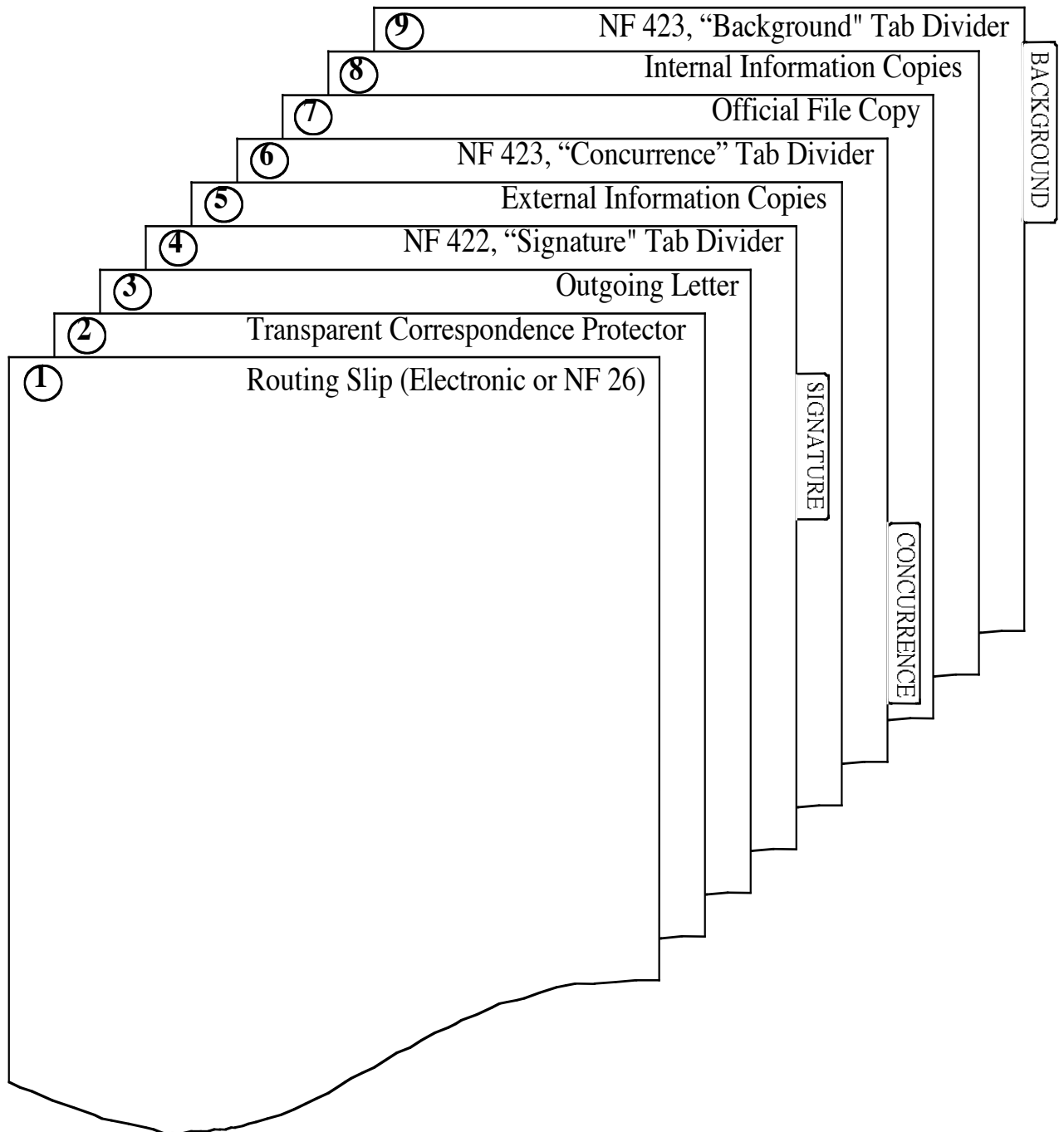


Figure 1. Assembly for Signature

Key for Figure 1, "Assembly for Signature"

- ① **Routing Slip (Electronic or NF 26)**--Prepare and place on top of the complete package. Indicate the routing by number. Annotate the corresponding number in the column describing actions to be taken by the addressees on the routing slip. The last routing for correspondence leaving the Center should be the Mail Center.

Notes:

- The Electronic Routing Slip is prepared using the Electronic Correspondence Log, discussed in Chapter 2, Paragraph 2.1.
 - All correspondence packages sent to or through the Office of Director (Org. Code A) must have an electronic routing slip attached that is generated through the Electronic Correspondence Log.
- ② **Transparent correspondence protector**--Place on all correspondence (responsibility of the originating secretary).
 - ③ **Outgoing Letter**--Assemble original letter and enclosures*, if any, in the sequence listed or mentioned in letter.
 - ④ **NF 422, "Signature" tab divider**--If original letter is more than one page, insert signature tab divider preceding the page to be signed as well as any additional places where a signature is required.
 - ⑤ **Information copies leaving the Center**--Include letterhead copy and enclosures, if any.
 - ⑥ **NF 423, "Concurrence" tab divider**--Insert concurrence tab divider preceding the official yellow file copy as well as any additional places where concurrence is required.
 - ⑦ **Official file copy**--A copy of the enclosures, if any, and the incoming letter should be stapled to the official yellow file copy.
 - ⑧ **Internal information copies**--A copy of the enclosures, if any, and the incoming letter should be stapled to the internal information copies.
 - ⑨ **NF 423, "Background" tab divider**--Insert preceding other related material, as needed.

➔ **NOTE:** When a transmittal memorandum is required to forward correspondence to NASA Headquarters for approval, dating, and mailing, the letter being transmitted is treated as an enclosure to the transmittal memorandum.

*Be sure the enclosures are attached in numerical sequence and properly identified (for example, Enclosure 1, Enclosure 2, and so forth). If enclosures are not included with the letter, denote in the letter that they will be sent under separate cover. Include a copy of the letter in the package being sent under separate cover.

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name of Recipient
Company Name
Street Address
City, State, ZIP Code

3 TYPING RETURNS

Dear Colleague:

2 TYPING RETURNS

I am pleased to present you with a copy of Spinoff. This publication not only documents several years of successful spinoffs currently utilized in the marketplace, but also represents NASA's contributions over the past decades, to enhancing the quality of life on Earth. It also reflects the hard work and dedication that present and past colleagues in the technology transfer family have devoted to the successful transfer of technology to private industry.

We are proud of our achievements and hope that you will find this publication of interest.

Sincerely,

5 TYPING RETURNS

Writer's Name
Writer's Title
Writer's Office

Identical Letter to:

Dr. William Gasko
Center for Technology Commercialization
Massachusetts Technology Park
100 North Drive
Westborough, MA 02581

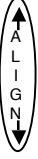
Ms. Lani S. Hummel
Mid-Atlantic Technology Applications Center
University of Pittsburgh
823 William Pitt Union
Pittsburgh, PA 15260

Mr. J. Ronald Thornton
Southern Technology Applications Center
University of Florida
P. O. Box 24
One Progress Boulevard
Alachua, FL 32615

Figure 2. Multiple-Address Letter (Non-NASA)

This Document is Uncontrolled When Printed.
Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE



Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name of Recipient
Company Name
Street Address
City, State, Zip Code

3 TYPING RETURNS

Dear Colleague:

2 TYPING RETURNS

I am pleased to present you with a copy of Spinoff. This publication not only documents several years of successful spinoffs currently utilized in the marketplace, but also represents NASA's contributions over the past decades, to enhancing the quality of life on Earth. It also reflects the hard work and dedication that present and past colleagues in the technology transfer family have devoted to the successful transfer of technology to private industry.

We are proud of our achievements and hope that you will find this publication of interest.

Sincerely,

5 TYPING RETURNS

Writer's Name
Writer's Title
Writer's Office

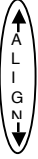
Identical Letter to:

Dr. William Gasko
Center for Technology Commercialization
Massachusetts Technology Park
100 North Drive
Westborough, MA 02581

Ms. Lani S. Hummel
Mid-Atlantic Technology Applications Center
University of Pittsburgh
823 William Pitt Union
Pittsburgh, PA 15260

Mr. Robert E. Fails
John H. Glenn Research Center
21000 Brookpark Road
Cleveland, OH 44135

Figure 3. Multiple-Address Letter (NASA and Non-NASA)



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: John H. Glenn Research Center
Attn: Mail Stop/Title

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Sample Memorandum with a Reference Line

REF: a. LPR 1450.1, 10/01/00
b. The Gregg Reference Manual, Ninth Edition
c. Government Printing Office Style Manual

3 TYPING RETURNS

This is a sample of a memo that consists of a reference line. Avoid a reference line in a business memo, except when it contributes to the understanding of the correspondence and when the number of references is too great to be reasonably incorporated in the first paragraph of the memo. Type "REF:" at the left margin, blocked, two typing returns below the last line of the subject, followed by an itemized listing of the references. Abbreviate items as much as possible; e.g., type dates in numerical figures (4/5/00). List references as (a), (b), (c), single-spaced in chronological order with the most recent date listed first.

5 TYPING RETURNS

Full Name of Writer

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc:

101/CRM
000/Organizational Unit
000/Branch
000/Section
000/Writer

2 TYPING RETURNS

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

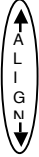
000/Organizational Unit Manager's Initials (if required)

Concurrences

OFFICIAL
FILE AND
INTERNAL
INFO.
COPIES
ONLY

Figure 4. Memorandum with Reference Line

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: Distribution

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Sample Multiple-Address Memorandum (Distribution List)

3 TYPING RETURNS

The theme for the 2000 U.S. Savings Bond Campaign is "Creating a New Century of Savings." Langley has proudly offered U.S. Savings Bonds to you for many years. We provide this employee benefit knowing that U.S. Savings Bonds are a good way to promote systematic saving, and systematic saving will help lead you to financial security.

Saving for a child's education, retirement, vacation, or a down payment on a new home? Plan for the new millennium by joining or increasing your participation in a regular savings plan that will help you achieve financial security for whatever lies ahead. When you enroll in the U.S. Savings Bonds Payroll Savings Plan, your savings are set aside for you before you receive your paycheck.

Today's Savings Bonds pay competitive interest earnings, and the interest accrues monthly. The interest you earn on your Series EE bonds is exempt from state and local income taxes. There are also special tax benefits for education savings. Savings bonds can be replaced if lost, stolen, or destroyed. For current rate information, please call 1-800-4US-BOND or go on-line on the web at www.savingsbonds.gov.

Please take a few minutes to read about the investment advantages of Savings Bonds. In doing so, you will help insure your financial future.

5 TYPING RETURNS

Full Name of Writer
Extension

2 TYPING RETURNS

Enclosure

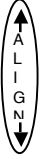
2 TYPING RETURNS

Distribution:
(Determined by writer)

000/Writer's Name:Typist's Initials Date (Writer's Extension)

Figure 5. Multiple-Addressee Memorandum (Distribution List)

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

MEMORANDUM FOR THE RECORD

2 TYPING RETURNS

SUBJECT: Format for a Memorandum for the Record

3 TYPING RETURNS

Prepare a Memorandum for the Record to document facts of any type that the writer does not want trusted to memory. Facts are usually from discussions during phone calls, meetings, conferences, or trips.

The original is filed by the author for future reference; therefore, a "TO:" line is not required.

A "cc:" notation names individuals who are to receive copies. All other rules for preparation of memos apply to this figure.

5 TYPING RETURNS

Full Name of Writer

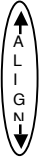
2 TYPING RETURNS

cc:

[Writer decides]

Figure 6. Memorandum for the Record

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name
Title
Name of Institute
Address
COUNTRY

3 TYPING RETURNS

Subject: Transmittal of Paper

3 TYPING RETURNS

In reply to your request, dated [Date of Request], for information to the Langley Research Center, I am forwarding a copy of the subject paper entitled "Title of Paper" which was published as NASA TM 00000, dated [Date of Paper].

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Organization of Writer

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc (w/o Encl.):

NASA/ID/Name or Title

NASA/000 (Cognizant Office Code)/Name or Title

101/CRM

000/Organizational Unit

000/Branch

000/Section

000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

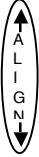
000/Organizational Unit Manager's Initials

Concurrences

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INTERNAL
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**Figure 7. Letter to a Free World Country
(transmittal of reprints only)**

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name
Title
Name of Institute
Address
COUNTRY

3 TYPING RETURNS

Subject: Request for Paper

3 TYPING RETURNS

Your recent correspondence to the Langley Research Center requested a report entitled "Title of Report," by [Authors], NASA TN D-0000, [Date of Report]. Our supply of this report has been depleted; however, copies may be purchased from:

U.S. Department of Commerce
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161-0002

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Organization of Writer

2 TYPING RETURNS

cc:

NASA/ID/Name or Title
NASA/000 (Cognizant Office Code)/Name or Title

101/CRM
000/Organizational Unit
000/Branch
000/Section
000/Writer

2 TYPING RETURNS

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials

Concurrences

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INTERNAL
INFO.
COPIES
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Figure 8. Letter Suggesting Document be Ordered from NTIS

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name
Title
Name of Institute
Address
COUNTRY

3 TYPING RETURNS

Subject: Transmittal of Information

3 TYPING RETURNS

In reply to your request, dated [Date of Request], for information to the Langley Research Center, I am forwarding a copy of the draft agenda for the [Name of Workshop], scheduled for [Date], in [Location].

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Organization of Writer

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc (w/o Encl.):

NASA/ID/Name or Title

NASA/000 (Cognizant Office Code)/Name or Title

101/CRM

000/Organizational Unit

000/Branch

000/Section

000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/ Organizational Unit Manager's Initials (if required)

Concurrences

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INTERNAL
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Figure 9. Letter to a Free World Country

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE



Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: NASA Headquarters
Attn: ID/Assessments and Technology Division
THRU: 000/(Cognizant Office Code)

FROM: 103/Associate Director for [Appropriate Designation]

SUBJECT: Request from [Name], [Country]

3 TYPING RETURNS

In response to recent correspondence from [Name], the enclosed letter has been prepared for NASA Headquarters' approval, date stamping, and forwarding.

5 TYPING RETURNS

Full Name of Associate Director

Enclosures:
Incoming Correspondence
LaRC Letter--? copies

Figure 10. Cover Letter Requesting Transmittal to Designated Country

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name
Title
Name of Institute
Address
COUNTRY

3 TYPING RETURNS

Subject: Transmittal of Information

3 TYPING RETURNS

In reply to your request, dated [Date of Request], to the Langley Research Center, I am enclosing the photographs for use in your book on buckling experiments. I have also enclosed a copy of the report entitled "Name of Report," by [Authors], as you requested.

If I can be of further assistance, please telephone me at 757-864-XXXX or write to me at Mail Stop XXX at this Center.

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Organization of Writer

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc (w/o Encl.):
NASA/ID/Name or Title
NASA/000 (Cognizant Office Code)/Name or Title

101/CRM
000/Organizational Unit
000/Branch
000/Section
000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

103/Associate Director's Initials

000/Branch Head's Initials

106/Deputy Director's Initials

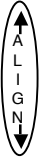
000/Organizational Unit Manager's Initials

Concurrences

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Figure 11. Letter to Designated Country (cover letter also required)

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name
Title
Name of Institute
Address
COUNTRY

3 TYPING RETURNS

Subject: Transmittal of Paper

3 TYPING RETURNS

In reply to your request, dated [Date of Request], to the Langley Research Center, I am enclosing a copy of my paper entitled "Title of Paper."

I would appreciate receiving copies of any of your papers in the same field even though they may not be in English.

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Organization of Writer

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc (w/o Encl.):
NASA/ID/Name or Title
NASA/000 (Cognizant Office Code)/Name or Title

101/CRM
000/Organizational Unit
000/Branch
000/Section
000/Writer

OFFICIAL
FILE AND
INTERNAL
INFO.
COPIES
ONLY

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials

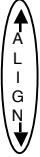
Concurrences

**Figure 12. Letter to Designated Country
(transmittal of reprints only)**

This Document is Uncontrolled When Printed.

Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: NASA Headquarters
Attn: ID/Assessments and Technology Division

FROM: 106/Deputy Director

SUBJECT: Approval to Host International Workshop

3 TYPING RETURNS

The Langley Research Center is planning to host a workshop entitled "Title of Workshop, Conference, Meeting," on [Date(s)]. This is a continuation of the "Title of Workshop" which was held in [Location] last [Month]. At that workshop, Langley Research Center was selected as the [Year] host.

Due to the international nature of this workshop, your approval is required. This approval is requested as soon as possible so that the mechanics of the workshop planning can be initiated.

5 TYPING RETURNS

Full Name of Deputy Director

2 TYPING RETURNS

cc:

101/CRM
106/EOT
000/Organizational Unit
000/Branch
000/Section
000/Writer
110/Senior Scientist
115/OEA
196/RIM
450/OSPS

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000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials

Approved: _____

[Name]
Senior Scientist

Concurrences

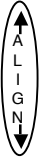
Figure 13. Approval to Host International Conference at LaRC

This Document is Uncontrolled When Printed.
Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

LPR 1450.1 APPENDIX B

Note: Templates for the following figures are located at URL
<http://cast/templates.html>

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name of Recipient
Title (if applicable)
Company Name
Street Address
City, State, ZIP Code

3 TYPING RETURNS

SUBJECT: Sample Business Letter (Non-personalized)

3 TYPING RETURNS

This is a sample business letter. In a non-personalized business letter, an attention line generally follows the first line of the address at the left margin. Prepare the text portion in block format, the same as the standard business letter.

There is no complimentary close in a non-personalized business letter.

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Writer's Office

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc:

101/CRM
000/Organizational Unit
000/Branch
000/Section
000/Writer

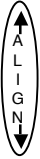
OFFICIAL
FILE AND
INTERNAL
INFO.
COPIES
ONLY

000/Writer's Name: Typist's Initials Date (Writer's Extension)

Figure 14. Business Letter (Non-personalized)

Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

Name of Recipient
Title (if applicable)
Company Name
Street Address
City, State, ZIP Code

3 TYPING RETURNS

Dear [Recipient]:

2 TYPING RETURNS

This is a sample business letter. Prepare the text portion in block format, the same as the standard business letter. There is a complimentary close in a personalized business letter. Use Sincerely for all NASA correspondence.

2 TYPING RETURNS

Sincerely,

5 TYPING RETURNS

Full Name of Writer
Title of Writer
Writer's Office

2 TYPING RETURNS

Enclosure

2 TYPING RETURNS

cc:

101/CRM
000/Organizational Unit
000/Branch
000/Section
000/Writer

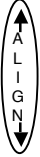
OFFICIAL
FILE AND
INTERNAL
INFO.
COPIES
ONLY

000/Writer's Name: Typist's Initials Date (Writer's Extension)

Figure 15. Business Letter (Personalized)

Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 109/Office of the Chief Financial Officer

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Request for Approval to Pay Overtime Pay to General Schedule Employee(s) Whose
Basic Rate of Pay Exceeds the Maximum Rate for Grade GS 10/10

3 TYPING RETURNS

Approval is requested to pay overtime on [Date(s)] to the following employee(s) whose basic rate of
pay exceeds the maximum rate for GS 10/10.

Name and Grade

Pay Period Ending Date

Justification for Request

5 TYPING RETURNS

Full Name of Supervisor
Extension

2 TYPING RETURNS

cc:
133/Payroll
000/Organizational Unit
000/Branch
000/Section
000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

Recommend Approval: _____
[Organizational Unit Manager]

Approved: _____
[Name]
Chief Financial Officer

Concurrences

Figure 16. Approval for Overtime (GS 10/10 Employees and Above)

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National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 109/Office of the Chief Financial Officer

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Request for Approval to Pay Holiday Premium Pay to General Schedule Employee(s)
Whose Basic Rate of Pay Exceeds the Maximum Rate for Grade GS 10/10

3 TYPING RETURNS

Approval is requested to pay holiday premium pay on [Date(s)] to the following employee(s) whose basic rate of pay exceeds the maximum rate for GS 10/10.

Name and Grade

Justification for Request

Pay Period Ending Date

5 TYPING RETURNS

Full Name of Supervisor
Extension

2 TYPING RETURNS

cc:

133/Payroll

000/Organizational Unit

000/Branch

000/Section

000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

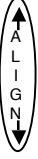
Recommend Approval: _____
[Organizational Unit Manager]

Approved: _____
[Name]
Chief Financial Officer

Figure 17. Approval for Holiday Premium Pay (GS 10/10 Employees and Above)

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National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE



Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 133/Accounts Payable and Employee Services Branch, OCFO
THRU: 174/Head, Personnel Operations Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Request Approval for a First-Forty Shift

3 TYPING RETURNS

NAME:

POSITION TITLE:

GRADE:

BEGINNING DATE:

ENDING DATE:

JUSTIFICATION:

5 TYPING RETURNS

Full Name of Supervisor
Extension

2 TYPING RETURNS

CC:

133/Payroll
000/Organizational Unit
000/Branch
000/Section
000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

Recommend Approval: _____
[Organizational Unit Manager]

Approved: _____
[Name]
Head, Personnel Operations Branch

Figure 18. Approval for First-Forty Shift

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SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 309/Head, Employee and Organizational Development Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Tenth Progress Report for [Full Name], Student Trainee

3 TYPING RETURNS

This is an example of the format to be used in typing a progress report for a trainee. Original and three copies are forwarded to the Employee and Organizational Development Branch, OHR. It should consist of more than one but not more than two typewritten pages. The progress report should be single-spaced with 1-inch margins. Do not number paragraphs unless there are subparagraphs.

The second page should have the page number at the right margin five line spaces from the top of the page. Leave two line spaces after the page number.

Examples of the required statements, signatures, and concurrences are shown below. (These will, of course, always be on page 2.)

5 TYPING RETURNS

Full Name of Student
Extension

2 TYPING RETURNS

cc:
000/Organizational Unit
000/Branch
000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials



Concurrences

This is a true and accurate
statement of the trainee's work
during this period.

Supervisor's Signature

Figure 19. Progress Report for Cooperative Education Students



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 309/Head, Employee and Organizational Development Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: First (or Second, Third, etc.) Progress Report from [Full Name], Professional Entrance Training Program Trainee (or Post Cooperative Educational Professional Entrance Training Program Trainee)

3 TYPING RETURNS

This is an example of the format to be used in typing a progress report for a trainee. Do not number paragraphs unless there are subparagraphs. The original will be forwarded to the Employee and Organizational Development Branch, OHR, and reproduced copies will be used for author's copy, section, branch, and organizational unit file copies.

The first paragraph should describe the project. The remaining paragraphs describe the trainee's activities in and contributions to the project. Include types of calculations made of data collected and any procedures that may have been developed.

Comment on both the general and professional orientation lectures. If applicable, comment also on any training courses taken.

The entire report should consist of approximately two single-spaced typewritten pages.

The supervisor may add a handwritten comment to the first three reports, if desired. However, a signed handwritten recommendation for promotion should appear on the trainee's fourth written report (sample below).

5 TYPING RETURNS

Full Name of Student
Extension

2 TYPING RETURNS

cc:
000/Organizational Unit
000/Branch
000/Section
000/Student's Name

[Student's Name] has completed all work required of a Professional Entrance Training Program Trainee and is working at a level to warrant promotion to the GS-X level.

Supervisor's Signature

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials

Concurrences

Figure 20. Progress Report for Professional Trainees

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SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 106/Chairperson, Committee on Advanced Study
THRU: 309/Head, Employee and Organizational Development Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Request for Approval of Full-Time Graduate Study Leave for [Name of Applicant] at
[Name of Educational Institution], Department of [Department]

3 TYPING RETURNS

Letter to include:

- Description of how the graduate study will be of benefit to the individual and the branch
- Explanation of current duties and how they will be completed in your absence
- Justification of the school selected
- List of all graduate courses previously taken, indicating school and grades
- List of all proposed graduate courses to be taken, indicating title and semester to be taken
- Tentative timeline for completing the degree (i.e., coursework, qualifying/comprehensive exams, and thesis/dissertation, if applicable)

5 TYPING RETURNS

Full Name of Student
Extension

2 TYPING RETURNS

4 Enclosures:
Copy of Graduate Study Application
Letter from University
Listing of Proposed Coursework
Concurrence Letter by Organizational Unit

2 TYPING RETURNS

cc:
000/Organizational Unit (w/o Encls.)
000/Branch (w/o Encls.)
000/Section (w/o Encls.)
309/EODB (w/Encls.)

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials

Concurrences

Approved: _____

Chairperson, Committee on
Advanced Study

Figure 21. Approval of Full-Time Graduate Study Leave

National Aeronautics and
Space Administration
Langley Research Center
Hampton, VA 23681-2199



SAMPLE

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

Do Not Date

3 TYPING RETURNS

TO: 309/Head, Employee and Organizational Development Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Justification for the Noncompetitive Procurement of the Lecturer Services of
[Full Name]

3 TYPING RETURNS

It is recommended that a noncompetitive procurement be negotiated only with [Full Name] for the Educational Resource Lecturer services for a period of [Number of Days], on or about [Tentative Date(s)].

[Name] is an authority in the area of (explain what capability the proposed lecturer has which is important to the specific effort and makes this lecturer more desirable than another in the same general field, that is, the exclusive or predominant capabilities which meet the requirements of the procurement).

For the above reasons, no other lecturer (offeror) could provide this requirement without the loss of valuable time and the expenditure of additional funds. It is in the public interest to negotiate only with [Name] for lecturer services.

While at Langley Research Center, [Name] will present a [lecture, informal presentation, symposium, etc.] on "Title of Lecture, etc."

[Name]'s services may be charged to Job Order [number with outside procurement money], program number [appropriate RTA number].

[Name] may be reached at:
Full name
Full address
Telephone number

5 TYPING RETURNS

Full Name of Writer
Extension

**Figure 22. Justification for the Noncompetitive
Procurement of Lecturer Services**

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Check the LDMS Library via the LMS web site to verify that this is the correct version before use.

LaRC Memo to [Title of Addressee], [Name of Signer], dated _____ (See Note below)

cc:

000/Organizational Unit

000/Writer

309/EODB

000/Branch


0000/Section

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

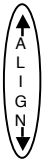
000/Organizational Unit Manager's Initials

 *Concurrences*

Approved: _____
Head, Employee and Organizational Development Branch, OHR

→ NOTE: Use an identifier line when only the concurrences and/or courtesy copies appear on a separate page.

**Figure 22. Justification for the Noncompetitive
Procurement of Lecturer Services (*continued*)**



SAMPLE

Do Not Date

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

3 TYPING RETURNS

TO: 309/Head, Employee and Organizational Development Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Certification of Educational Resources Lecturer Services

3 TYPING RETURNS

This is to certify that [Name of Lecturer] visited Langley Research Center on [Date] and gave a lecture entitled "Title of Lecture" to approximately [Number] people. The lecturer's services were entirely satisfactory.

Topics discussed included [additional information as desired].

5 TYPING RETURNS

Full Name of Writer
Extension

2 TYPING RETURNS

cc:
000/Organizational Unit
000/Branch
000/Section
000/Writer
309/EODB

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

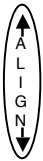
000/Branch Head's Initials

000/Organizational Unit Manager's Initials

Concurrences

Figure 23. Certification of Educational Resources Lecturer Services

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SAMPLE

Do Not Date

Reply to Attn of: 000 (Mail Stop of Writer or Responsible Organization)

3 TYPING RETURNS

TO: 309/Head, Employee and Organizational Development Branch, OHR

FROM: 000/Title of Writer, Section, Branch, Organizational Unit

SUBJECT: Dropping of [Name of Course]

3 TYPING RETURNS

Approval to withdraw from a course must be requested by an interoffice letter routed through the appropriate Section Head, Branch Head, and Organizational Unit Manager to the Employee and Organizational Development Branch, Office of Human Resources.

In addition, the student must meet the requirements of the college to withdraw from a course. Students who drop a course without approval or sufficient justification may not repeat the course on Government time and may be required to reimburse the Government for tuition costs.

Note: If a person is considering dropping a course, please call the Employee and Organizational Development Branch, extension 42585, as soon as possible.

After obtaining the required approvals, forward the original to the Employee and Organizational Development Branch, and retain file copies as needed within your particular organization.

5 TYPING RETURNS

Full Name of Writer
Extension

2 TYPING RETURNS

cc:
000/Organizational Unit
000/Branch
000/Writer

000/Writer's Name: Typist's Initials Date (Writer's Extension)

000/Section Head's Initials

000/Branch Head's Initials

000/Organizational Unit Manager's Initials

Concurrences

Figure 24. Dropping of Course